

ATTENDANCE AT CONFERENCES, MEETINGS, OR SEMINARS

The Board believes professional development opportunities for employees are essential and encourages all employees to continue to grow professionally. Employees may attend conferences, meetings, and seminars each year if they receive prior approval. If an employee is given prior approval by his/her supervisor to attend a conference, meeting or seminar as an official representative of Unified School District No. 501, the actual and reasonable cost of travel, meals, lodging, and registration fee may be considered appropriate expense of the district. The proper expense form must be completed and supplied to the employee's immediate supervisor within ten (10) days after returning from the trip. Mileage reimbursement for approved official school district use of employees' personal vehicles shall be at the maximum rate allowed by the Internal Revenue Service.

The superintendent of schools shall, by administrative regulations, provide a procedure for reimbursement of such expenses and shall periodically revise the procedure as necessitated by changes in the approved maximum rate by the Internal Revenue Service.

In addition to the procedures required by this policy and any concurrent administrative regulation, any employee travel outside of the 48 Continental United States at school district expense shall require final approval by the Board of Education.